

SICC MEETING MINUTES

Truman Building, Room 400

May 11, 2007

Members Present

Joyce Jackman
Elizabeth Spaugh
Carissa Mattern
Lisa Robbins
Jennifer Lewis

Valeri Lane
Leslie Elpers
Stacey Owsley
Kathy Fuger
Amy Kessel

Melinda Sanders
Debra Fiasco
Kathryn Sapp
Jennifer Lewis
Pamela Speer

Members Not Present

Doug Ommen

Kim Oligschlaeger

Senator Scott Rupp

DESE Staff Present

Dale Carlson
CJ Hubbard

Bill Connelly
Pam Schroeder

Judy Goans

To review copies of handouts referenced in the minutes below, go to the following website: <http://dese.mo.gov/divspeced/FirstSteps/SICCpage.html> and click on “Handouts” for the May 11, 2007 meeting.

Call to Order, Welcome and Introductions – Lisa Robbins called the meeting to order at 8:40. Introductions were made.

Approval of SICC Minutes – Lisa asked for a motion to accept the minutes from the March meeting, with corrections. Kathy Fuger made a motion and Valeri Lane seconded the motion. Motion passed.

New Assistant Commissioner Heidi Atkins Lieberman – Heidi Atkins Lieberman, new Assistant Commissioner for the Division of Special Education, introduced herself to the SICC members. Heidi has been with the Department for 16 years before being named Assistant Commissioner. She informed the members that she regularly meets with DESE First Steps staff regarding the program and while she is not a member of the SICC, she will be available to attend meetings, if there are issues that the council would like to discuss. Heidi also announced that DESE hired Cynthia Quetsch, to fill the position of legal counsel. Cynthia will also be available to the council for any questions that they might have.

Special Presentation – Overview of the Early Childhood Comprehensive Systems Grant (ECCS) – Kathy Fuger provided an overview of the Early Childhood Comprehensive Systems (ECCS) Grant. This grant is administered by the Department of Health and Senior Services. The purpose of the ECCS initiative is to develop a comprehensive, integrated, and statewide early childhood service system. Kathy stated that several SICC members and others in attendance were

involved with the project from the beginning and continue to work with the Department of Health and Senior Services as a steering committee.

Special Presentation – April 25th Stakeholder’s Meeting on Provider Issues –

Heather Weddle presented the PowerPoint presentation used at the Provider Stakeholder meeting held on April 25, 2007 – “State Structures for Part C Service Provision.” The Stakeholder group was formed at the request of the SICC and was facilitated by representatives from the National Early Childhood Technical Assistance Center (NECTAC). The stakeholder group discussed the various structures and identified what they thought might work best in Missouri.

As a follow up to the Stakeholder meeting, Joyce has scheduled a conference call with the Part C Coordinator in Georgia to discuss their use of provider teams to serve children and families on a regional basis. In addition, the regional consultants will hold regional provider meetings during June as a means of collecting additional feedback regarding issues or concerns from a larger provider community than was represented at the stakeholder meeting. Joyce plans to attend RICC meetings over the next 3 months to address provider issues specific to individual regions.

By the next SICC meeting in July, DESE will have completed the Robin McWilliam training, the stakeholder meeting and regional provider meetings. DESE’s goal is to consider recommendations from each of these activities when looking at the proposed FY 09 First Steps budget. Joyce will report on those recommendations at the July meeting. DESE will also have a projection regarding the impact of provider mileage reimbursement at the July SICC meeting. By the September SICC meeting, DESE should be able to share with the SICC the actual budget recommendations for the program.

On May 15th Joyce will meet with George Phillips and Associates to hear their final report regarding a projected child count.

The council was reminded that the proposed federal regulations for Part C are out for a 75-day public comment period which will end on July 23, 2007.

Financial Reports - Dale Carlson stated that he made a change to the “A” report in the revenue section. Previously, the revenues presented reflected quarterly allocations of funds. With this change, we will now indicate funds actually drawn down for First Steps purposes and will present a more current “to-date” picture of First Steps revenue available. There have been no Medicaid receipts since February due in part to the new Medicaid National Provider Identifier (NPI) procedures. Family fees and insurance show zero receipts to date in this fiscal year because DESE has not drawn down those funds from the CFO. Budget amounts for family fees and private insurance are as follows: Fees \$240,000; Insurance \$1.5 million. Those funds are available but the program does not need to access them at this point. Since the March SICC meeting was so early in the month, the February data were not available. This report shows 3 months worth of revenue/expenditure data.

We saw a fairly significant drop in direct service expenditures in January (\$855,868) which correlates to the lowest number of child count in this fiscal year. Direct service costs since January have returned to a more normal expenditure level, however, we are still running behind last year’s rate of expenditure for direct services by approximately \$1.5 million. Average expenditures for direct service to date is approximately \$1.3 million per month. DESE will begin paying mileage within the next couple of weeks. We have received the first set of invoices for mileage from less than 300 providers, and the invoices aren’t coming in as quickly as DESE thought that they would. The original mileage cost estimate for a full fiscal year was approximately \$3.6 million. This very small sampling of mileage data indicates the cost may be

closer to \$4.6 million. By the end of this fiscal year we hope to have better data enabling us to make a more reasonable mileage cost projection for FY 08 and beyond.

The only unusual expenditure for this reporting period is a payment shown under “Other” in April for \$21,750 to Phillips and Associates for the child count analysis.

SPOE Key Indicators Report – Bill Connelly presented the SPOE Key Indicators report to the SICC. This monthly data report is divided by each SPOE office. The data in this report was verified with several of the SPOE offices to ensure that the information matched up.

DESE Update – Joyce reported that the parent survey was mailed to all active families by the Central Finance Office on Wednesday May 9, 2007. DESE continues to work with the University of Missouri, Office of Social and Economic Data Analysis (OSED) to examine the validity and reliability of the survey. OSED revised some questions on the survey and changed the format slightly. A random group of names was provided to OSED so that validity verification of the survey responses can be conducted. Last spring, each SPOE office was given a script for the service coordinator to use to remind parents that the survey would be arriving in the mail.

DESE is working on the FY08 monitoring cycle and building the internal data for tracking that information. The SPOE offices will also be able to do their quarterly reporting in this system.

SPOE Reports - Debbie Brewer, SPOE Region 9, reported that their office is doing well. She said that their provider availability issues were increasing and is thought to be related to the increased price of gasoline. Their office is starting to have a hard time meeting the 45 day timeline. Sarah Parker, SPOE Region 7, reported that she has 2 vacant staff positions, which is half of her staff. Their office did receive a grant from a local corporation for an additional service coordinator. They continue to have significant provider shortages. Their child count is increasing but they don't have providers available to meet the need of additional children. Jana Robinson, SPOE Region 5, said things are looking better in their area. Their RICC is up and running. They continue to experience some staff turnover. She feels like their numbers are better but they still have a provider shortage in the rural areas. Their office is also working on cross training to provide better services across the board. Diana Patten, SPOE Region 8, said that they have had a great influx of referrals and it has put a taxing load on their service coordinators. Their office currently has 6 service coordinators with 80 referrals in April in addition to their existing caseloads.

RICC Reports - Region 1 RICC reported that they have held two meetings since the last SICC meeting. Sue Allen will lead provider recruitment activities for the region. They are still looking for one more person from the medical field and 2 more parents to fill their membership. Region 7 RICC reported they will be contacting referral sources to share information about First Steps and they are also targeting child count issues within the region. Region 5 RICC reported that they are in the beginning stages of organizing the group. Region 6 RICC has been meeting every other month and focusing on provider recruitment. They need 3 more parents and 1 person from a hospital to be at full membership.

Member issues - Medicaid has been working with Joyce and DESE to implement the changes that will occur with the National Provider Identifier (NPI) with the least impact on the First Steps program. The agencies are not required to enroll any individual providers for NPI. Joyce will send out a notice to providers when we receive official direction from Medicaid.

Joyce expressed her appreciation to MOCCRRN and Vickie Wilks for all their hard work with the First Steps program. The four consultants under the MOCCRRN contract have been hired to work for DESE as First Steps Area Directors. Vickie will continue her employment with MOCCRRN on other projects.

Old Business – No old business.

New Business – Joyce recommended that the SICC think about forming a small group that would commit to reading and analyzing the proposed Part C regulations. The proposed regulations are open for public comment until July 23, 2007. Joyce volunteered to be a member of this group as well as Valeri Lane, Leslie Elpers, Kathryn Sapp, Amy Kessel and Stacey Owsley. The group will set up a time for a conference call to discuss the changes.

Joyce reported that we are still awaiting word from the governor's office regarding appointments to the SICC. One provider and two parents are needed to complete the council.

Recommendations were made considering the regions of the state that currently do not have representation. DESE will continue to work with the governor's office to complete the appointment process.

Joyce made a motion to adjourn the meeting. Melinda Sanders seconded the motion. The meeting adjourned at 2:30.